

**TENDER DOCUMENT**

**TENDER NO: DTCB 030 – 2020**

**PROVISION OF CLEANING SERVICES AT DIAMOND  
TRADING COMPANY BOTSWANA OFFICES**

**TENDER CLOSING DATE: 15<sup>TH</sup> SEPTEMBER 2020**

**CLOSING DATE : 1200HOURS**

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## 1. Overview

Diamond Trading Company Botswana (DTC Botswana) is a 50/50 Joint Venture partnership between the Government of the Republic of Botswana and De Beers. It is the world's largest and most sophisticated rough diamond sorting and valuing operation.

DTC Botswana sorts and values Debswana Diamond Company's rough diamond production. Debswana Diamond Company (Pty) Ltd is a 50/50 Joint Venture partnership between the Government of the Republic of Botswana and De Beers. The main purpose of DeBeers Company is to mine and recover diamonds optimally and responsibly.

## 2. Invitation to Tender

Eligible service providers are invited to tender for the provision of cleaning services at Diamond Trading Company (DTC) Botswana offices for a period of 36 months. DTC Botswana is situated at Plot 63016, Block 8, Airport Road.

## 3. Site Visit

Prospective bidders are required to attend a compulsory site visit on **Friday 04th September 2020 at 0900hours**. DTC Botswana is situated at Plot 63016, Block 8, Airport Road, Gaborone. Those who will be attending site visit should provide their full names, ID(Omang) numbers or passport numbers (non citizens) and gender no later than **12 noon on Wednesday 02nd September 2020**. Details should be emailed to [tmaakwe@dtcb.co.bw](mailto:tmaakwe@dtcb.co.bw). Prospective bidders are advised to arrive at **0800hours** to allow for completion of safety, health and security inductions.

## 4. Scope of Work

Detailed scope of work is in **Annexure A**.

## 5. Submission of Proposal

Proposals should be emailed to [tmaakwe@dtcb.co.bw](mailto:tmaakwe@dtcb.co.bw) on or before the tender closing date. Facsimile, telephonic submissions, late and incomplete submissions will not be accepted.

## 6. Enquiries prior to tender closing date

Prospective tenderer requiring any clarification of the tender document may notify DTC Botswana in writing or by email to [tmaakwe@dtcb.co.bw](mailto:tmaakwe@dtcb.co.bw). DTCTB will respond in writing to any request for clarification of the tender document which it receives no later than **09<sup>th</sup>**

**September 2020 at 1500hours.** Written responses including an explanation of the query but without identifying the source of inquiry will be sent to all prospective tenderers that have been invited to tender.

## **7. Tender Validity Period**

The tender shall be valid for 3 months (90 calendar days) from the tender closing date.

## **8. Tender Submission and Award**

- I. DTCB reserves the right to amend or cancel this tender.
- II. DTCB is not bound to appoint the lowest or any other tenderer.
- III. The decision on the award of the tender solely remains with DTC Botswana.
- IV. DTCB shall not be liable for the expenses incurred during preparation
- V. The proposals should be in English.

## **9. Legal requirements**

- I. DTC Botswana will enter into a formal contract with the awarded bidder prior to starting the work. It is a pre-requisite to ensure that the parties are both committed to the assignment.
- II. The contract shall be managed in accordance with the Botswana laws. Tenderers are responsible to familiarize themselves with the laws of Botswana

## **10. Compliance Requirements**

Successful tenderer shall be expected to comply with the following:

- i. DTC Botswana Safety, Health and Environment requirements as detailed in **Annexure C**. Bidders are required to complete and submit the contractor appraisal questionnaire.
- ii. Business Integrity principles as detailed in **Annexure D**.
- iii. Security Requirements as detailed in **Annexure E**

## **11. Modification and Withdrawal of tender**

- I. The tenderer may modify or withdraw its tender after submission of the tender provided that a written notice of the modification, including substitution or

withdrawal of the tender is received by DTCCB prior to the deadline prescribed for submission of tender.

- II. No tender may be modified after the deadline for submission of tenders.
- III. No tender may be withdrawn on the interval between the deadline for submission of tenders and the expiration of the period of tender validity.

## **12. Amendment of Documents**

- I. At any time prior to the deadline for submission of tenders, DTCCB, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender document and send written amendments or addendum to all tenderers who have been invited to tender.
- II. In order to allow prospective tenderers reasonable time in which to take the amendments into account in preparing their tender, DTCCB, at its own discretion, may extend the deadline for the submission of tenders.

## **13. Clarification of tenders**

To assist in the examination, evaluation and comparison of tenders, DTCCB may at its discretion, ask the tenderer for clarification of its tenders. The request for clarification and the response shall be in writing and no change in the prices or substance of the tender shall be sought, offered or permitted. Any effort by the tenderer to influence DTCCB in its tender evaluation, comparison or contract award decision will result in the rejection of the tenderer's tender.

## **14. Authority of tender**

The Tender must be signed by a person duly authorised to do so.

## **15. Errors in the tender document**

There shall be no erasing or overwriting for any mistake which is corrected in the tender document

## **16. Instructions to Tenderers**

- I. Tenderers are requested to provide letters from at least three (3) companies where they have performed similar work or currently contracted and the details of a person whom can be contacted to get more information on the tenderer's performance on the engagement.
- II. All work should be carried out in a safe manner and relevant safety precautions incorporated in all activities. The tenderer will be responsible for the safety of its

employees or subcontractors or any member of the public. Proof of insurance cover for the employees (workmen's compensation) should be submitted.

- III. The tenderer shall provide all necessary tools and equipment for the duration of the contract.
- IV. Tenderers shall provide all cleaning chemicals and consumables for the period of the contract.
- V. Material safety datasheets(MSDS) of all proposed cleaning chemicals should be submitted with the tender document.
- VI. The tenderer shall be responsible for supervision of their employees or subcontractors.
- VII. No variation, alteration or addition to the scope of work shall be made unless the written instruction of DTCCB has been obtained. DTCCB may increase the scope of the work and the contractor shall carryout the work at the agreed rates.
- VIII. DTCCB is not bound to accepting the lowest tender and has the right to accept and reject any tender offers, award tender to a single contractor or split award between contractors.

## **17. Tender Price**

- i. Tenderers are required to provide a detailed price breakdown which includes but not limited to labour costs, medical examinations, material costs, cost of consumables and any other costs.
- I. The contract price shall be fixed for the entire duration of the contract and the tenderer should allow within the scope of this tender for any variation subject to inflationary adjustments, which may affect price during the contract period.
- II. Price charged by the contractor to undertake the contract shall not vary from the price quoted in the tender document.
- III. Payment shall be made within 30 days from the date of receipt of an invoice. Payment shall be made through electronic funds transfer into the supplier's account.
- I. All prices should be stated in the currency of the country where the bidder is domiciled e.g Pula (BWP) for all Botswana based companies.

## **18. Withholding tax**

DTC Botswana shall withhold tax on services provided in Botswana by non-resident companies. Withheld tax shall be in accordance with the prescribed rates in the statutory and double taxation agreement.

## **19. Form of Tender**

Tenderers are required to complete and submit form of tender contained in **Annexure J**.

## **20. Medical Examinations**

Successful contractor will be required to submit valid (less than 1 year) medical examination certificates for all its key personnel and sub-contractors who would be deployed to provide cleaning services at DTC Botswana. The cost of medical examinations should therefore be included in the financial proposal.

## **21. Work Permits**

Contractors are required to arrange work permits for their non-citizen personnel to be allowed access into the DTCB building to provide the service. This cost should be included in the financial proposal.

## **22. Security Vetting**

Respondents to the tender shall be subjected to the DTC Botswana internal security vetting process.

## **23. Botswana Police Clearance**

Botswana Police clearance shall be obtained for key personnel of the successful bidder before the contract starts.

## **24. Returnable Documents required for tender evaluation purposes**

The tenderer **must complete and submit** the following documents with the tender documents:

**24.1** Annexure F: Tenderer's Information

**24.2** Annexure G: Qualifications and Experience of SHE personnel and Supervisor(s)

**24.3** Annexure H: Customer References

**24.4** Annexure I: Sub Contractor Information

Excel softcopies of **Annexures F to I** is attached.



**25. Tender Evaluation**

Tender evaluation criteria are contained in **Annexure B**.

**26. Confidentiality**

All documentation and any other information produced will be the intellectual property of DTCB exclusively and should be treated as confidential. No information obtained by the Service Provider as a result of the consultancy shall be given or applied to a third party without written consent from DTCB.

## ANNEXURE A – SCOPE OF WORKS

### 1 SCOPE OF WORKS

#### Standard Cleaning Services at the DTC Botswana Plant & Facility:

- 1.1 Cleaning and sanitization of offices
- 1.2 Cleaning and sanitization of all floors
- 1.3 Cleaning and sanitization of walls
- 1.4 Cleaning and sanitization of all other finishes (including blinds, curtains, furniture, desks, doors, shelves, internal glazing)
- 1.5 Cleaning and sanitization of kitchen areas and appliances
- 1.6 Cleaning and sanitization of toilets and showers and replenishment of consumables
- 1.7 Emptying of waste bins to outdoor on-site disposal container ensuring waste is segregated at the point of collection
- 1.8 Supplying and ensuring availability cleaning and sanitization equipment, chemicals and consumables
- 1.9 Provision of Trained Cleaning Staff, Safety Officer and Supervisor
- 1.10 Monthly inspections by Cleaning Services Director and SLA review meetings
- 1.11 Cleaning and sanitization of windows
- 1.12 Disinfecting, fumigation and cleaning of the building when required
- 1.13 Cleaning and sanitization of Building Walkways
- 1.14 Cleaning of the Building Roofing

#### a) Building

Element	Outcome
<b>External Features, Fire Exits and Stairwells</b>	<ul style="list-style-type: none"><li>▪ Landings, ramps, stairwells, fire exits, steps, entrances, porches, patios, balconies, eaves, external light fittings should be free of dust, grit, dirt, leaves, cobwebs, rubbish, cigarette butts, gum and bird dropping.</li></ul>
<b>Walls and Skirting</b>	<ul style="list-style-type: none"><li>▪ Handrails should be clean and free of stains.</li><li>▪ Internal and external walls and ceilings should be free of dust, grit, lint, soil, film and cobwebs.</li><li>▪ Walls should be free of marks caused by furniture, equipment or staff.</li><li>▪ Light switches should be free of fingerprints, scuffs and any other marks.</li><li>▪ Light covers and diffusers should be free of dust, grit, lint and cobwebs.</li></ul>

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**Glass**

- Internal surfaces of glass should be clear of all streaks, spots and marks, including finger prints and smudges.
- Window frames, tracks and ledges should be clear and free of dust, grit, marks and spots.

**Doors**

- Internal and external doors and doorframes should be free of dust, grit, lint, soil, film, fingerprints and cobwebs.
- Doors and doorframes should be free of marks caused by furniture, equipment or staff.
- Air vents, relief grilles and other ventilation outlets should be kept unblocked and free of dust, grit, soil, film, cobwebs, scuffs and any other marks.
- Door tracks and doorjambbs should be free of grit and other debris.
- Polished surfaces should be of a uniform shine.

**Element****Outcome****Hard Floors**

- The floor should be free of dust, grit, litter, marks and spots, water or other liquids.
- The floor should be free of build-up at the edges and corners or in traffic lanes.
- The floor should be free of spots, scuffs or scratches on traffic lanes, around furniture and at pivot points.
- Inaccessible areas (edges, corners and around furniture) should be free of dust, grit, lint and spots.
- Buffed floors should be of a uniform shine.
- Appropriate signage and precautions should be taken regarding students and staff safety on newly cleaned or wet floors.
- After sweeping all areas must be free of dirt, dust leaves and debris.
- After spot cleaning, hosing or pressure cleaning concrete & pavers all areas
- must be free of dust, accumulated dirt, litter, sand and excess water leaving
- the surfaces clean and reasonably dry

**Soft Floors, Entry mats**

- The floor should be free of dust, grit, litter, marks and spots, water or other liquids.
  - The floor should be free of stains, spots, scuffs or scratches on traffic lanes, around furniture and at pivot points.
  - Inaccessible areas (edges, corners and around furniture) should be free of dust, grit, lint and spots.
  - After carpet extraction shampooing is complete, the carpet must be free of
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- all deep-seated dirt, stains and soiling and be left in a reasonably dry condition

Element	Outcome
<b>Concrete and pavers (entrances)</b>	<ul style="list-style-type: none"> <li>▪ After sweeping all areas must be free of dirt, dust leaves and debris.</li> <li>▪ After spot cleaning, hosing or pressure cleaning concrete &amp; pavers all areas must be free of dust, accumulated dirt, litter, sand and excess water leaving</li> <li>▪ the surfaces must be clean and reasonably dry</li> </ul>
<b>Furnishings and Fixtures</b>	<ul style="list-style-type: none"> <li>▪ Hard surface furniture should be free of spots, soil, film, dust, and fingerprints and spillages.</li> <li>▪ Soft surface furniture should free from stains, soil, film and dust.</li> <li>▪ Furniture legs and wheels should be free from mop strings, soil, film, dust and cobwebs.</li> <li>▪ Inaccessible areas (edges, corners, folds and crevices) should be free of dust, grit, lint and spots.</li> <li>▪ All high surfaces must be free from dust and cobwebs.</li> <li>▪ All vertical and horizontal blinds and must be free from stains, dust, cobwebs, lint and soilage</li> <li>▪ Equipment must be free of tapes/plastic, etc, which may compromise cleaning.</li> <li>▪ Furniture must have no odour that is distasteful or unpleasant.</li> <li>▪ Shelves, bench-tops, cupboards must be clean inside and out and free of dust and litter or stains.</li> <li>▪ Internal plants must be free of dust and litter.</li> <li>▪ Waste/rubbish bins or containers must be clean inside and out, free of stains and mechanically intact.</li> <li>▪ Fire extinguishers and fire alarms must be free of dust, grit, dirt and cobwebs.</li> </ul>

Element	Outcome
<b>Kitchen Fixtures and Appliances</b>	<ul style="list-style-type: none"> <li>▪ Fixtures, surfaces and appliances must be free of grease, dirt, dust, marks, stains and cobwebs.</li> <li>▪ Electrical and cooking fixtures and appliances must be kept free from signs of use or non-use.</li> <li>▪ Refrigerators/freezers internal and external surfaces must be clean and free of dirt, food smudges and smears.</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>▪ Toilet Seat, Urinals and Basins should be free from smudges, smears, soap build-up and mineral deposits.</li> </ul>

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<ul style="list-style-type: none"> <li>▪ Metal surfaces, dispensers, and mirrors must be free from streaks, soil, smudges, and soap build-up and oxide deposits.</li> <li>▪ Wall tiles and wall fixtures (including soap and cream dispensers and towel holders) must be free of dust, grit, and smudges/streaks, mould, soap build-up and mineral deposits.</li> <li>▪ Plumbing fixtures must free of smudges, dust, soap build-up and mineral deposits.</li> <li>▪ Sanitary disposal unit external surfaces must be clean and functional.</li> <li>▪ The floor should be free of dust, grit, litter, marks and spots, water or other liquids.</li> <li>▪ Provision of premium grade toilet tissue paper rolls all the time</li> <li>▪ Provision of hand paper towels in bathrooms all the time</li> <li>▪ Installation and maintenance of pee-marts in all Urinals on the site</li> <li>▪ Provision of ozone friendly air freshener in all toilets all the time</li> <li>▪ Replenishment of sanitisers in the sanitiser dispensers at all the bathrooms</li> </ul>	
<p><b>Bins</b></p>	<ul style="list-style-type: none"> <li>▪ General waste receptacles must be emptied and Spot cleaned if soiled and soiled liners replaced.</li> </ul>
<p><b>Conference/Meeting Rooms/ Offices</b></p>	<ul style="list-style-type: none"> <li>▪ Black, white boards and overhead transparencies must be cleaned unless advised otherwise.</li> </ul>

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*b) Environment*

Element	Requirement
<b>General Tidiness</b>	<ul style="list-style-type: none"> <li>▪ The area must appear tidy and uncluttered.</li> <li>▪ Floor space must be clear, only occupied by furniture and fittings designed to sit on the floor.</li> <li>▪ Furniture must be maintained in a fashion that allows for cleaning.</li> <li>▪ Fire access and exit doors must be left clear and unhindered.</li> </ul>
<b>Odour Control</b>	<ul style="list-style-type: none"> <li>▪ The area must smell fresh.</li> <li>▪ There must be no odour that is distasteful or unpleasant.</li> </ul>

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**Environmentally****Friendly Cleaning & Sanitisation Chemicals**

- The service provide shall only use cleaning and sanitization chemicals that are compliant to the DTC Botswana Green Procurement and Cleaning Policy
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**c) Periodic Cleaning and Sanitisation**

<b>Element</b>	<b>Requirement</b>
Carpet Shampooing	Must be done twice a year
High Rise Window Cleaning	Must be done twice a month
Periodic Cleaning	Must be done thrice a year

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**1.14.1 Additional Features**

Cleaning and sanitisation services required before and during special events (e.g. VIP visits, conferences, special meetings and events). These works will be carried out as and when required at no extra cost. These events can be at any time of the day and week.

Any other cleaning activities beyond the agreed scope should be communicated in writing to the Service Provider timeously for approval and costing.

**1.14.2 Minimum Cleaning and sanitisation Frequencies**

The Service Provider is required to provide the cleaning and sanitisation services at whatever frequencies are deemed necessary and agreed upon in order to meet the required standards.

**1.14.3 Service Hours/Availability**

Cleaning of all facilities shall be during the day except where otherwise specified. Office facilities shall be ready by 0730hrs. Shall there be special occasions/events which may require the cleaning staff to provide their services after normal working hours and during weekends; this shall be mutually agreed by the two parties at any given time in writing. Thorough cleaning and sanitisation of the facilities will be done during the weekends.

**1.14.4 Staffing**

The staff deployment to the Sites is 40 as stipulated by the Client, and it shall never be below the number proposed on the tender submission. However, the Client reserves the right to propose the number of staff it deems adequate. There shall be a trained and experienced Safety officer and a site Supervisor with valid qualifications approved by BQA.

#### **1.14.5 Cleaning and sanitization materials and equipment**

The Service Provider shall provide the necessary equipment and materials to carry out its duties effectively to enable the day to day cleaning and sanitisation, maintenance and upkeep of the buildings.

#### **1.14.6 Colour coding**

All cleaning and sanitisation materials shall be colour coded in distinct colours for restrooms, high risk areas, general areas, kitchenettes to avoid issues of cross contamination as per Service Provider recommendations.

#### **1.14.7 Uniform**

At all times staff shall report for duty wearing the service provider's company uniform, clearly labelled the name of the company, in addition they should have name tags for ease of identification of employees.

#### **1.14.8 Building and Plant Fumigation, Disinfection and Cleaning**

From time to time the contractor/service provider shall be required to disinfect, fumigate and clean to the Ministry of Health and Wellness guidelines. The contractor shall provide all the resources needed for this special activity when required.

#### **1.14.9 Environment, Health & Safety**

The company shall make available their Environment Health and Safety (EHS) Policy to the Client. In turn, the Client shall furnish the Service Provider with a copy of their EHS Policy. Monthly EHS reports shall be compiled by representatives of both parties. For incident investigations, the involvement of both parties to facilitate the closing of open incidents timeously and follow up of actions taken through the formation of a team to be mutually agreed by both parties. The service provider shall submit the working hours of the employees every month to the S&SD Manager at DTC Botswana at agreed dates.

## **SERVICE SCHEDULE 1: CLEANING & DISINFECTION**

### **DAILY ACTIVITIES**

<b>TIME</b>	<b>LOCATION</b>	<b>ACTIVITY/TASK</b>
07:00-1630	SEC	cleaning of offices, guard room, reception, turn styles, tea rooms, locker room, toilets, search rooms, walkway path
0700-1630	Reception	cleaning of offices, toilets, search rooms, tea rooms, reception offices, passages, walkway path
0700-1630	Toilets	Deep cleaning of toilets
0700-1630	t/room, managers offices, s/room and Reception	cleaning and hovering of tea rooms, service of s/room, cleaning of managers office, lift lobby, dusting and mopping of reception
0700-1630	Administration Offices	cleaning of offices and hovering tea rooms, stairs and lifts
0700-1630	Holding area	Removal of cobwebs, sweeping and mopping of stairs/floor.
1600-1900	Aggregation	Dusting, cleaning of offices, hovering carpets, toilets.
1600-1900	Sight Rooms	Cleaning of s/rooms and hovering. Damp dusting, removing of cobwebs, hovering of s/room passage.
0700-1630	Large stones	Dusting and hovering
0700-1630	Academy	Dusting and hovering
0700-1630	Tech Sort & Lab (when need arises)	Dusting, hovering, sweeping and mopping in the lab.

### **WEEKLY ACTIVITIES**

Removing cobwebs in the High areas by the reception.

### **FORTNIGHTLY**

Tea room shampooing

### **MONTHLY**

Sight week preparations

- Carpet shampooing of sight room
- Window glazing
- Walkway path
- Deep cleaning of ablutions
- Polishing of lifts

### **QUARTERLY**

Carpet shampooing (passages only)

Window glazing



## **EVERY SIX MONTHS**

Chairs

Carpet shampooing (all) offices & sort floors

## **DISINFECTION**

- Provide daily cleaning and disinfection of frequently touched surfaces
- Chemicals are compliant to SABS and SANS standards and recommended for use against COVID-19.
- Provide certificates of chemicals for assurance, inspection, product testing
- Provide Chemicals with environmental certification for conformance.
- Provide detailed 16 point Material Safety Data Sheets and Technical Data Sheets for guidance on several considerations such as usage, dilutions, and first aid measures, toxicological and environmental points.
- Conduct a laboratory analysis of surface swabs taken will be conducted through an accredited laboratory.
- As part of being environmentally cautious and conscious during COVID-19 provide guidelines on ensuring human safety

## **SANITISERS, DISINFECTANTS AND ACCESSORIES SUPPLY**

- Supply products to cater for your housekeeping and disinfection needs.

## **WASTE MANAGEMENT**

- Supply of clinical waste bins (pedal-20L and wheelie-240L) for disposal of discarded PPE and clinical waste.

## **ANNEXURE B- TENDER EVALUATION CRITERIA**

Bidders are advised that the tender shall be evaluated in three stages:

Stage 1: Compliance

Stage 2: Safety Health and Environment

Stage 3: Technical Evaluation

Stage 4: Financial Evaluation

### **STAGE 1: COMPLIANCE**

Proposals should satisfy the following compliance requirements to be considered for further evaluation:

- a) Submission of a Copy of a Certificate of Incorporation
- b) Submission of a Copy of a valid Tax Clearance Certificate or Exemption thereof (validation will be done on the BURS portal for Botswana registered companies)
- c) Submission of a Copy of Share Certificate(s)
- d) Submission of Company Directors' details.
- e) DTC Botswana Internal Security Vetting Outcome

### **STAGE 2: SAFETY HEALTH AND ENVIRONMENT ASSESSMENT CRITERIA**

Proposals should satisfy the following SHE requirements to be considered for further evaluation:

- a) Submission of a SHE Policy.
- b) Submission of 16point Material Safety Data Sheets of all proposed cleaning chemicals.
- c) Submission of a Risk Management Plan specific to Cleaning services.
- d) Submission of SHE appointees' credentials; abridged curriculum vitae containing their academic and/or professional qualifications and relevant experience.

### **STAGE 3: TECHNICAL EVALUATION**

Compliant bids shall be evaluated to determine compliance to the set criteria. The following Shall be considered at this stage:

- a) Experience of the company in the provision of cleaning services.
- b) Methodology for providing cleaning services in line with the scope of work.
- c) Submission of at least three (3) reference letters from clients where the company has delivered similar services.
- d) Proposed equipment and material to be used in the provision of cleaning services.

#### **STAGE 4: FINANCIAL EVALUATION**

Technically compliant bids shall be subject to financial evaluation. In the financial evaluation of the tender, the following will be considered:

I. Arithmetic Check:

- The tender will be checked for arithmetic errors. Tenderers will be notified in writing for any errors.
- Where there is discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
- Where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price quoted will be the price taken into account.
- Amounts corrected as above will be binding on the tenderer. If the tenderer does not accept them, their tender will be rejected
- Amount should include VAT if the tenderer is VAT registered

II. Reasonableness of the quoted price

Tender award will be made to the most compliant bid based on the outcome of the four evaluation stages.

## **ANNEXURE C: SAFETY HEALTH AND ENVIRONMENT OBLIGATIONS**

Every member of the Contractor's Team shall, whilst at DTCB adhere to the following DTC Botswana SHE requirements:

1. SHE induction
  - Members shall attend SHE induction prior to commencing work provided by the DTC Botswana SHE section. The induction will be in 2 parts, namely:
    - ❖ General induction
    - ❖ Site specific induction done in conjunction with the area line manager
2. Hazard identification and Risk Assessment (HIRA)
  - ❖ Individuals and groups shall conduct risk assessments in their areas of work and manage the identified risks.
3. SHE Training
  - ❖ Where required, individuals shall attend identified SHE training as per the training matrix and schedule.
4. Personal Protective Clothing (PPE)
  - ❖ Where required, every member shall wear protective clothing and keep same in the condition as stipulated in the PPE policy
5. OHSAS Requirements
  - ❖ All members shall comply with the DTC Botswana requirements regarding OHSAS 18001. These may include being asked to partake in the audits/inspections, incident investigations and being available for interviewing during inspections, audits or investigations
  - ❖ SHE procedures as amended and or reviewed from time to time shall be complied with
6. Incident Reporting and Investigation
  - ❖ All members of the Contractor shall familiarise themselves with and report incidents and accidents as and when they happen to them or in their area(s) of work as described in the incident reporting and investigation procedure
7. DTC Botswana SHE Policy
  - ❖ The DTC Botswana SHE policy shall be the overriding SHE Policy on site

## **ANNEXURE D : BUSINESS INTEGRITY PRINCIPLES**

The Contractor and, where applicable, each member of the Contractor's team shall adhere to the following requirements, during the time this agreement is in place:

1. Comply with all applicable laws dealing with corruption.
2. Ensure that no offer, promise or gift of money or anything of value, is made to any employee of DTCB or anyone else, to influence action or inaction or to obtain an improper advantage from DTB, or for DTCB or a third party.
3. In the event that the Contractor or any member of its team becomes aware of any act or omission, that is or seems to be fraudulent, corrupt or improper, involving DTCB in any way, a report should be made to DTCB by the next working day.
4. Have an anti-corruption, ethics or business integrity policy.
5. Conduct business in an ethical manner.

## **ANNEXURE E: SECURITY OBLIGATIONS**

The Contractor and each member of the team shall adhere to the following security requirements, whilst at DTCB:

### **1. Security Induction**

The members of the team must all undergo a detailed security induction carried out by DTCB.

### **2. Precious and Semi-Precious Stones Act Cap 66:03**

Comply with the Act, which regulates the rough diamond business in Botswana; in terms of which Debswana and DTCB premises have been declared Precious Stones Security Area.

### **3. DTCB Diamond Risk Management Policies as listed below**

#### **3.1 Access Control**

The policy details the requirements for entry and exit of employees, visitors and contractors within the security area.

#### **3.2 Goods Movement**

The policy details the requirements for entry and exit of all goods and assets carried by employees, visitors and contractors within the security area.

#### **3.3 Product Protection**

The policy details the requirements for control of some specific activities within DTCB carried out by employees, visitors and Agreementors within the security area.

### **4. DTCB Diamond Risk Management Procedures as listed below**

#### **4.1 Access Control**

#### **4.2 Goods Movement**

#### **4.3 Product Protection**

#### **4.4 Diamond Audit**

**ANNEXURE J: FORM OF TENDER**

**Diamond Trading Company Botswana**

**Plot 63016, Airport Road**

**Block 8**

**Gaborone**

Having examined the invitation to tender (ITT) document the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver the service in accordance with the tender documents at a price of .....(amount in figures)  
.....(amount in words) Vat exclusive.

We agree to abide by this for a period of ninety (90) days from the date fixed for tender opening and it shall remain bidding upon us and may be accepted at any time before expiration of that period.

We understand that you are not bound to accept the lowest or highest or any tender you may receive.

On behalf of the tenderer

Name: .....

Title: .....

Tel No.....

Email Address.....

Date: .....